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CHANDIGARH ADMINISTRATION  
SOCIETY FOR TOURISM & ENTERTAINMENT PROMOTION  
IN CHANDIGARH

**Notification**

The 29th March, 2023

**No. STEPS-2023/744A.**—In pursuance of the relevant provisions of the "Memorandum of Association" and "Rules and Regulations for the Society for Tourism & Entertainment Promotions in Chandigarh" the Governing Body of the "SOCIETY FOR TOURISM & ENTERTAINMENT PROMOTIONS IN CHANDIGARH", hereby makes the following rules, regulating the recruitment and the conditions of service of person appointed to the "Society for Tourism & Entertainment Promotions in Chandigarh" (Class A, B, C & D) namely :

**1. SHORT TITLE, COMMENCEMENT AND APPLICATION :**

- a) These rules may be called the "SERVICE RULES 2023" of the Society for Tourism & Entertainment Promotions in Chandigarh.
- b) They shall come into force at once and shall apply to all the employees of the Society.

**2. DEFINITIONS :**

In the resolution, unless the context otherwise requires :—

- a) "APPENDIX" means an appendix to these regulations.
- b) "EXECUTIVE COMMITTEE" means the Executive Committee of the Society.
- c) "CHAIRMAN" or "Adviser to Administrator U.T." means the Chairman of the society.
- d) "SECRETARY" of "Secretary Tourism" means the Secretary/President of the Society.
- e) "C.E.O." or "Director Tourism U.T." means the Chief Executive Officer of the society.
- f) "Addl. C.E.O" or "AC(F&A) Tourism, U.T." means Additional Chief Executive Officer of the society.
- g) "MEMBER" means Member of the Society.
- h) "CHANDIGARH ADMINISTRATION" means the Chandigarh Administration or the Adviser to Administrator, U.T.
- i) "SOCIETY" means the Society for Tourism & Entertainment Promotions in Chandigarh.
- j) "BASIC PAY" means the basic pay.
- k) "D.A." means the Dearness Allowance.
- l) "EMPLOYEE" means a person who is in whole time service of the Society but does not include a person employed by the society on daily wages.
- m) "SERVICE" means the Society for Tourism & Entertainment Promotions in Chandigarh service".

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### **3. CREATIONS OF POSTS AND APPOINTMENTS :**

#### **a) CREATION :**

The General Body shall have powers to create a post or posts with prior sanction of the Chandigarh Administration. The posts already existing shall however continue (APPENDIX "P")

#### **b) APPOINTMENTS**

The Chief Executive Officer shall be fully competent to fill a post or posts, duly created by the General Body or fallen vacant by reason of retirement, resignation, promotion or death etc. in accordance with the provision of Appendix 'B'.

#### **c) PROCEDURE**

The procedure of filling up sanctioned vacant posts shall be either by promotion as per Appendix 'B' or by one of the following methods, depending on the circumstances :—

- (i) Through the Regional Employment Exchange, Chandigarh.
- (ii) By taking eligible person on deputation from the employees of Chandigarh Administration.
- (iii) In case the Regional Employment Exchange is unable to sponsor candidates and it gives Non Availability Certificate, the vacancy shall be filled from the open market by giving as wide a publicity as possible by means of Advertisement in a number of prominent News Papers.
- (iv) If no suitable candidate is available for appointment to the post in the Service by direct appointment or by promotion, as the case may be, such a post shall be filled in by taking eligible person on deputation from the Chandigarh Administration.
- (v) If any post in the Service is filled in by taking a person on deputation, the qualification specified for direct appointment shall apply.
- (vi) All appointments to the service by promotion shall be made by selection on seniority cum merit basis and no person shall be entitled to claim promotion on the basis of seniority alone.

#### **d) TEMPORARY APPOINTMENTS ON DAILY BASIS :**

The Additional Chief Executive Officer of the society shall be competent to recruit a suitable person on daily wage basis for a maximum period of 10 (Ten) days at a stretch. The Chief Executive Officer shall be competent to recruit a suitable person on daily wage basis for more than 10 days (at the rates prescribed by the Deputy Commissioner Chandigarh), to cope with the heavy work or against a casual leave vacancy.

### **4. NUMBER AND CHARACTER OF POSTS :**

The Service shall comprise the posts specified in Appendix 'P' to these rules. The post in the society and the scales of pay attached thereto shall be the same as in the case of same posts in any Department of Chandigarh Administration.

Provided that nothing in these rules shall affect the inherent right of the Society to add or to reduce the number of such posts or to create new posts with different designations and scale of pay, whether permanent or temporary.

### **5. NATIONALITY, DOMICILE AND CHARACTER OF CANDIDATE APPOINTED TO SERVICE :**

- i) No candidate shall be appointed to the service, unless he is :—
  - a) A citizen of India; or
  - b) A citizen of Nepal; or
  - c) A subject of Bhutan; or provided that a candidate belonging to any of these categories (b) and (c) shall be a person in whose favour a certificate of eligibility has been issued by the Chandigarh Administration, Department of Home and Justice.

- ii) A candidate in whose case, a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board, but shall not be appointed to the Service, unless a certificate of eligibility is issued to him by the Home Department of Chandigarh Administration.
- iii) No person shall be recruited to the Service by direct appointment unless he produces :—
  - a) a certificate of character from the principal academic officer of the University, College, School or institution last attended if any, and similar certificate from two responsible persons, not being his relatives who are well acquainted with him in his private life and are unconcerned with his University, College, School or Institution; and
  - b) an affidavit to the effect that he was never convicted for any criminal offence and that he was never dismissed or removed from service of any U.T. or State Government or of Government of India.

#### **6. DISQUALIFICATION :—**

No person :—

- a) who has entered into or contracted a marriage with a person having a spouse living; or
- b) who having a spouse living has entered into or contracted a marriage with any person; shall be eligible for appointment to the service;

Provided that the Chandigarh Administration may, if satisfied that such a marriage is permissible under the personal law applicable to such person and other parity to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

#### **7. AGE :**

Age limit as may be specifically fixed by the Chandigarh Administration from time to time, for entry into Government Service, shall be applicable to the service of the Society.

#### **8. APPOINTING AUTHORITY :**

All appointments to the Service shall be made by the Chief Executive Officer of the Society.

#### **9. PROBATION OF PERSON APPOINTED TO SERVICE :**

- a) A person appointed to any post (whether on promotion or otherwise) shall remain on probation in that post for a period of two years commencing from the date of appointment or joining whichever is latest.

Provided that such period may be extended upto three years in all at the discretion of the Appointing Authority but not exceeding the six month on each occasion.

Provided further that the standard period of probation shall not count for increment if the employee is confirmed at the end of the successful completion of standard probationary period, then his pay will be fixed at the same stage at which he would have otherwise reached.

- b) Nothing in this regulation shall apply to the persons already employed in the society, or the persons employed on deputation from the Chandigarh Administration

#### **10. SENIORITY OF MEMBERS OF SERVICE :**

The seniority in terms of members of the Service in each cadre shall be determined by the length of continuous service on a post in that Cadre of Services and shall be determined from the date and time of joining in that cadre. In case of any dispute Punjab Civil Service Rules as applicable to U.T. shall apply to the members of the service.

**11. LIABILITY TO SERVICE :**

A member of the Service shall be liable to serve at any place, whether within or out of the Union Territory of Chandigarh on being ordered to do so by the appointing authority.

**12. LEAVE GRATUITY AND OTHER MATTERS :**

In respect of Pay, Leave, Gratuity and all other matters not expressly provided for in these rules, the member of the Service shall be governed by such law, rules and regulations as may have been or may hereafter be adopted or made by the Chandigarh Administration for its employees; Provided that if any law, rules or regulation, which cannot be applied to the employees of the Society (or non Government employees), the rules and regulations prescribed by the Government for such employees under different acts, as amended from time to time, shall be applicable to the members of the Service.

**13. SCALE OF PAY, FIXATION OF PAY AND OTHER ALLOWANCES :—**

- a) The scales of pay admissible to the Members of the Services shall be the same as admissible to the same posts in Tourism or any other Department/Corporation of the Chandigarh Administration. Provided that the scales of pay and the pay of the employees on deputation from the Chandigarh Administration shall be regulated in accordance with the terms & conditions of such deputationists.
- b) The fixation of pay in scale of pay of a employee, whether on first appointment or on transfer from a post in one scale of pay to a post in another scale of post either on promotion or otherwise, shall be fixed in accordance with the relevant rules as applicable in the Chandigarh Administration. The Chandigarh Administration rules shall be applicable for re employment of retired employee also.

Provided that in the interests of the society and in deserving cases the appointing authority may, in its discretion at the time of appointment of any person to any such post may fix a higher start of scale.

- c) Unless otherwise stipulated in the terms and conditions of employment, every employee shall automatically be entitled to such pay and allowances and at such rates as may be adopted by the Chandigarh Administration for the employees of Chandigarh Administration. Provided that the grant of any allowance other than the allowances being paid to the U.T. employees shall be subject to the discretion of the General Body of the society.
- d) When an employee occupies the accommodation provide by the Chandigarh Administration and rent is charged for it, the Society shall pay to the Chandigarh Administration, the rent so charged and shall recover from the employee, the rent which would have been payable by him for such accommodation if he were an employee of the Chandigarh Administration, provided he furnishes certificate to the effect that no portion of the allotted accommodation has been sublet by him.
- e) For the grant of uniform/liveries to the employees of the Society, same rules and rates shall be adopted as are applicable to the employees of Tourism Department, Chandigarh.

**14. FURNISHING OF SECURITY BY EMPLOYEES :**

Any of the employees shall, if so required by the C.E.O., furnish for the faithfully discharge of his duties, such security in case as the C.E.O. in his discretion may determine and execute a security bond in a prescribed performa. The security so furnished shall be invested by the society in such manner as the C.E.O may determine from time to time.

**15. NOTICE OF TERMINATION OF SERVICE BY AN EMPLOYEE :**

- a) No employee other than a person on deputation from the Chandigarh Administration shall leave or discontinue his services in the society except after giving one month's notice in writing of his intention to do so to the C.E.O.

Provided further that where an employee has completed the period of probation referred to in regulation No. 7, the period of the notice shall be of three months.



- b) If an employee leaves or discontinues his services in the society in contravention of the provision of sub regulation a) above, the employee shall be liable to pay as compensation to the society a sum equal to his emoluments for the period of notice or for the period by which the notice given falls short of the prescribed period, at the rate at which it was paid immediately before the date of his leaving the services or discontinuance there from.

Provided that C.E.O. may, for reason to be recorded in writing waive, either wholly or in part, the requirement as to payment of such compensation.

#### **16. TERMINATION OF SERVICE BY THE SOCIETY :**

- a) The society may at any time and without assigning any reasons terminate the services of any employee who has not completed his probation, after giving one month's notice in writing or a month's emoluments in lieu thereof.
- b) The society may terminate the services of any employee who has completed his probation after giving three months notice or three months emoluments in lieu thereof.
- c) The society may also terminate the services of an employee by giving notice for a period less than that prescribed in sub regulation (a), (b) & (c).

Provided that the society shall give to an employee whose services are so terminated, pay for the period by which the notice actually given falls short of the prescribed period.

- d) Nothing contained in this regulation shall effect the right of the appointing authority to retire, remove or dismiss an employee without giving notice OR pay in lieu of notice in accordance with the provision of Chapter V.

#### **17. SUPERANNUATION, EXTENSION OF SERVICE AND INVALIDATION :**

- a) Every employee shall retire on attaining the age of 58 years or any other age fixed by the Chandigarh Administration subsequently.

Provided that the Executive committee may, if satisfied that the interest of the society so required and in consideration for the outstanding nature of the work done by the employee, extend, by order in writing the period of service of any employee beyond the age of superannuation for any period not exceeding two years in the aggregate.

- b) Notwithstanding anything contained in sub regulation above an employee shall on invalidation by the appropriate medical authority specified than regulation 8 cease to be in service on account of complete and permanent incapacitation determined in accordance with the rules of Chandigarh Administration in force from time to time.

#### **18. GRANT OF LEAVE :**

- a) For the grant of all kind of leaves, the same rules shall be applicable to employees of the society, as are applicable to the employees of the Chandigarh Administration
- b) The Additional CEO shall be empowered to grant casual, compensatory and normal earned leaves to the employees of the society. For the grant of any other kind of leave except casual compensatory & earned leaves, the approval of CEO shall be required.

#### **19. CIVIL SERVICES RULES :**

Any thing which has not been covered specifically in the above rules, shall be covered under the Civil Services Rules, as applicable to the employees of the Chandigarh Administration.

MS. HARGUNJIT KAUR, IAS,  
Secretary Tourism-cum-  
President, STEPS,  
Chandigarh Administration.

**APPENDIX 'P'**

| <b>Sr. No.</b> | <b>Designation &amp; Post</b>                 | <b>Number of posts</b> | <b>Scale of pay</b>   |
|----------------|---|------------------------|-----------------------|
| 1              | Manager<br>(Administration & Finance)         | 01                     | 15600-39100+5400 (GP) |
| 2              | Manager (Protocol, Events & Public Relation ) | 01                     | 15600-39100+5400 (GP) |
| 3              | Salesman-cum-Storekeeper                      | 01                     | 5910-20200+2400 (GP)  |
| 4              | Peon  | 01                     | 4900-10680+1650 (GP)  |

**APPENDIX 'B'**

|    |   |  |
|----|---|--|
| 1. | Designation of the post   | Manager (Administration & Finance)   |
| 2. | Number of Posts   | 1  |
| 3. | Classification  | Class 1  |
| 4. | Scale of Pay  | 15600-39100+5400 (GP)  |
| 5. | Age for direct recruitment  | 18-27  |
| 6. | Educational and other qualifications required   | Graduation in Commerce from recognized university with M.B.A. in Finance/H.R. with experience in Finance/HR/managerial skills. |
| 7. | Whether age and educational qualification prescribed for direct recruits will apply in case of promoters  | Age : No<br>Qualification : Yes  |
| 8. | Method of recruitment whether by direct recruitment or by promotion/or by deputation/transfer and percentage of vacancies to be filled by various methods | By promotion, or by deputation, or by direct recruitment.  |

|    |   |   |
|----|---|---|
| 1. | Designation of the post   | Manager (Protocol, Events & PR)   |
| 2. | Number of Posts   | 1   |
| 3. | Classification  | Class 1   |
| 4. | Scale of Pay  | 15600-39100+5400 (GP)   |
| 5. | Age for direct recruitment  | 18-27   |
| 6. | Educational and other qualifications required   | Graduation from recognized university with M.B.A. in Marketing/PR with experience in Event Management and Public Relation, Proficiency in Computer Operations |
| 7. | Whether age and educational qualification prescribed for direct recruits will apply in case of promoters  | Age : No<br>Qualification : Yes   |
| 8. | Method of recruitment whether by direct recruitment or by promotion/or by deputation/transfer and percentage of vacancies to be filled by various methods | By promotion, or by deputation, or by direct recruitment.   |

|    |   |  |
|----|---|--|
| 1. | Designation of the post   | Salesman-cum-Storekeeper   |
| 2. | Number of Posts   | 1  |
| 3. | Classification  | Class 3  |
| 4. | Scale of Pay  | 5910-20200+2400 (GP)   |
| 5. | Age for direct recruitment  | 18-27  |
| 6. | Educational and other qualifications required   | Graduation from recognized University. Proficiency in Computer Operation |
| 7. | Whether age and educational qualification prescribed for direct recruits will apply in case of promoters  | Age : No<br>Qualification : Yes  |
| 8. | Method of recruitment whether by direct recruitment or by promotion/or by deputation/transfer and percentage of vacancies to be filled by various methods | By promotion from amongst, or by deputation, or by direct recruitment.   |

|    |   |                      |
|----|---|----------------------|
| 1. | Designation of the post   | Peon                 |
| 2. | Number of Posts   | 1                    |
| 3. | Classification  | Class 4              |
| 4. | Scale of Pay  | 4900-10680+1650 (GP) |
| 5. | Age for direct recruitment  | 18-27                |
| 6. | Educational and other qualifications required   | Middle Pass          |
| 7. | Whether age and educational qualification prescribed for direct recruits will apply in case of promoters  | --                   |
| 8. | Method of recruitment whether by direct recruitment or by promotion/or by deputation/transfer and percentage of vacancies to be filled by various methods | --                   |



## CHANGE OF NAME

I, Sunil, S/o Pala Ram, # 2637/2, Ramdarbar, Chandigarh, have changed my name from Sunil to Sunil Kumar Vaid.

[309-1]

मैं, अजय पुत्र तरसेम सिंह, # 3265 हाउसिंग बोर्ड, धनास, चंडीगढ़ ने अपना नाम बदलकर अजय धीमान कर लिया है ।

[310-1]

I, Shatakshi, W/o Yuvraj Mehta, House No. 125, Sector 21-A, Chandigarh, have changed my name from Shatakshi to Shatakshi Mehta.

[311-1]

I, Veena Kumari, W/o Ramesh Kumar, R/o 1118/8, Gobind Pura, Manimajra, Chandigarh, changed my name Vanita Arya.

[312-1]

I, Vishal, S/o Raju, # 3313, Sector 19-D, Chandigarh, have changed my name to Vishal Kumar.

[313-1]

I, Anjali Devi, W/o Vinod Kumar, R/o H. No. 819, New Indira Colony, Manimajra, Chandigarh, have changed my name to Lalita Devi.

[314-1]

I, Vishal, S/o Som Nath, R/o H. No. 24, Village Kishangarh, Chandigarh, have changed my name to Vishal Singh.

[315-1]

I, Sukriti, D/o Sanjay Kapoor, # 8-D, Block-D, Sector 30-B, Chandigarh, have changed my name to Sukriti Kapoor.

[316-1]

I, Vikash Khadka, S/o Narsingh Khadka, R/o # 2202, Sector 25-D, Chandigarh. declare that I have changed my name from Vikash Khadka to Bir Bahadur Khadka.

[317-1]

I, Subra Maniyam, S/o Pungan, # 947, Vikas Nagar, Mauli Jagran, Chandigarh, have changed my name to Supramanium.

[318-1]

I, Napoliyen Nelson, S/o G Napoliyen, R/o H. No. 153, Phase 2, Bapu Dham Colony, Sector 26, Chandigarh-160019, have changed my name Nelson to Napoliyen Nelson.

[319-1]

I, Shri Niwas, S/o Ram Saroop, R/o 5, Janta Nagar Manimajra, Chandigarh, do have changed the name of minor son from Somit to Sumit Punia.

[320-1]

I, Anshu, W/o Sh. Navdeep Rahi, R/o House No. 36-C, Sector 14, P.U., Chandigarh, have changed my name Anshu to Anshu Rahi.

[321-1]

I, Nav Neet Sama, S/o Sh. Virat Kumar Sama, R/o H. No. 1115, Sector 40-B, Chandigarh. I have changed my minor son name from Shaurya Sama to Shaurya Veer Singh Sama.

[322-1]

I, Lalit Mohan, S/o Nanda Ballabh, R/o H. No. 3231, Sector 27-D, Chandigarh, changed my name to Lalit Mohan Vashisht.

[323-1]

I, Shelly, W/o Sh. Dhiraj Jain, R/o Flat No. 2, Sector 51-A, Chandigarh, have changed my name from Shelly to Shelly Jain.

[324-1]

I, Gulnaz Begam, W/o Shaikh Joyed Ali, R/o H. No. 2147, Sector 40-C, Chandigarh, have changed my name from Gulnaz to Gulnaz Begam.

[325-1]

I, Shaikh Joyed Ali, S/o S.K. Allarakha, R/o H. No. 2147, Sector 40-C, Chandigarh, have changed my minor son name from SK Armaan Ali to Shaikh Armaan Ali.

[326-1]

I, Chhotu Kumar, S/o Nunu Ray, R/o # 1575, Sector 45, Burail, Chandigarh, have changed my name to Shubham Roy.

[327-1]

I, Shriya, D/o Deepak Kumar Verma, # 11, G.F. Chandigarh Housing Board, Flats, Sector 51-A, Chandigarh, have changed my name to Shriya Verma.

[328-1]

I, Rahul *alias* Joginder, S/o Suresh Kumar, # 706/5, Transit House, Block 706, Sector 26, Chandigarh, have changed my name to Joginder Singh.

[329-1]

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